

REGISTRATION CHECKLIST - 2014/2015

Seniors

Mon Aug 11

Sophomores

Thurs Aug 14

Juniors

Tues Aug 12

Freshmen

Fri Aug 15

Every day : **M-R** 8:00 a.m.

S-Z 9:00 a.m.

A-F 10:00 a.m.

G-L 11:00 a.m.

Make-up registration day, all grades, Monday, Aug 18, 8:00 am – 11:00 am

This process can be as long as two hours, especially if students come without the proper information and items listed below.

Please arrive prepared. Please be in line at the beginning of your designated time.

Your Registration experience will be happier if you read this information prior to registration.

A **\$** sign is indicated next to each station number that may require payment.

--- Line up on the back porch of the Administration Bldg.

Station 1 Check In

Please present the required items following:

- Emergency card - required (completely filled out and signed)
- Student Handbook Signature page - required (two signatures)
- Home Language Survey (freshmen only)
- Indian Education form - Title VII (freshmen only)

Present items below only if applicable:

- Administration of Medication consent form
- Application for Free & Reduced Meals
- McKinney Vento form
- Non-Release Media Statement
- Parent Notice of Non-Release Information

Station 2 **\$** Fines check point – Before continuing through registration (N/A for Freshmen)

Fines will be checked. If fines are owed from previous year(s), you will be directed to the textbook room to pay the fine. Cash or check payable to MHS will be accepted. After paying the fine, return to Station 2 for approval stamp. If you are unable to pay at this time, you will be asked to return on the make-up registration day to pay the fine and then register.

Station 3 Lunch Pass application (NO charge) Seniors and Juniors ONLY

Parents/guardians must sign for a lunch pass in person, Can be signed before registration day at the front desk in the office.

Station 4 Parking Permits – Seniors and Juniors ONLY

Please bring all required paperwork (forms can be downloaded from the website under “Supervision”) – cash, credit, or check payable to MHS at station 5.

Station 5 **\$** Financial Office Window – One check for multiple items is preferred at this station:

- ASB \$55 OR the Super Viking \$150 (includes ASB \$55 and yearbook \$95).
- Parking Permit \$35 (must be approved at station 4 before payment can be accepted)
- Navigator \$5. Freshmen get one free at Viking Voyage

Cash, credit card or check (payable to MHS). Include student's I.D. number in the memo section on the check. You will receive a receipt that must be shown at the parking permit table at station 6 and to the ID photographer, station 8.

Station 6 Pick-Up Parking Permits

Parking Permits are approved at station 4 and paid for (\$35) at station 5

Station 7 **\$** PTSA / Educational Foundation / Grad Night / Navigators / etc.

- PTSA – drop off PTSA membership – cash or check payable to PTSA
- Marina Discount cards – \$10 – cash or check payable to MHS Ed Foundation
- Grad Night Tickets – \$95 – cash or check payable to Marina Grad Night

Station 8 **\$** Photos and ID Cards – Cafeteria

- Picture / payment form can be printed from the online registration information www.marinavikings.org
- All students (including seniors) will sit for the photographer for an ID card/school photo whether buying pictures or not – show photographer your ASB or Super Viking and or Lunch Pass receipt if applicable.
- Pay for school photos. Cash or check. Checks are payable to Lifetouch. Please put the student's I.D. number in the memo section of the check.
- Dress code is enforced.

Station 9 Class Schedule Pick-Up – Library

Students show I.D. to pick up their fall semester schedules. If a schedule change is needed, see your guidance specialist. They are available during registration for appropriate schedule changes. Registration is the time to ask for changes.

Station 10 Pick-up Textbooks – Textbook Room

(See reverse side of page for more info)